

U.S. Department of State  
**INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION**

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3FAH-2)				
1. Post <b>Panama</b>	2. Agency <b>State</b>	3a. Position Number <b>A53226</b>		
3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block. <input checked="" type="checkbox"/> Yes (4) A53222, A53223, A53227, A53225 <input type="checkbox"/> No				
4. Reason For Submission <input type="checkbox"/> a. Redescription of duties: This position replaces <div style="margin-left: 40px;">(Position Number)_____ (Title)_____ (Series)_____ (Grade)_____</div> <input checked="" type="checkbox"/> b. New Position <input type="checkbox"/> c. Other (explain)_____				
5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority <b>HRO</b>	<b>Voucher Examiner, 420</b>	<b>FSN-6; FP-8</b>	<b>TV</b>	<b>01/10/12</b>
b. Other				
c. Proposed by Initiating Office <b>B&amp;F</b>	<b>Voucher Examiner, 420</b>	<b>FSN-7</b>		
6. Post Title of Position ( <i>if different from official title</i> ) <b>Voucher Examiner</b>		7. Name of Employee		
8. Office/Section <b>Management Section</b>		a. First Subdivision <b>Budget &amp; Fiscal</b>		
b. Second Subdivision <b>Voucher Unit</b>		c. Third Subdivision		
9. This is a complete and accurate description of the duties and responsibilities of my position.  _____ Printed Name of Employee  _____ Signature of Employee                      Date (mm-dd-yyyy)		10. This is a complete and accurate description of the duties and responsibilities of this position.  _____ Printed Name of Supervisor  _____ Signature of Supervisor                      Date (mm-dd-yyyy)		
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.  _____ Printed Name of Chief or Agency Head  _____ Signature of Chief or Agency Head                      Date (mm-dd-yyyy)		12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.  _____ Printed Name of Admin or Human Resources Officer  _____ Signature of Admin or Human Resources Officer                      Date (mm-dd-yyyy)		
<b>13. BASIC FUNCTION OF POSITION</b> Prepares reviews, verifies, and consolidates a variety of documents and statistical data, from routine to complex, to carry out the preparation of different vouchers and invoices verification, to provide payment for Embassy vendors. In so doing, observes the various governing laws, regulation and policy, to ensure legality, appropriateness and accuracy of each payment voucher before forwarding for approval and certification. Uses the knowledge of software to accurately input data and information required in the processing of payments. Back-fills behind other travel voucher examiners during absences. There are four Voucher Examiners and each serves as a backup of one another.				
<b>14. MAJOR DUTIES AND RESPONSIBILITIES</b>				<b>% OF TIME</b>

Analyzes and processes for payment a variety of vouchers, such as those paid with a purchase order. The incumbent is responsible for proper review of bills submitted to the Embassy for payment. The review includes:

1. Ascertains that the voucher is adequately supported by appropriate authorizations, documentations, and certifications.
2. Screens the ILMS software to obtain the proper purchase order used to determine agency funds and if expense has been authorized and that goods and services were delivered and in the quantity specified.
3. Obtains the correct approvals from State and agencies Head of Sections or Supervisors. Processes voucher, invoices and documents in a prompt and timely manner according to ICASS standards.
4. Verifies that the voucher is not a duplicate or is improper.
5. Determines that disbursements pursuant to the voucher are in accordance with laws and regulations.

Examines a variety of invoice and payment vouchers, prepares and/or audits vouchers, prepares justification for disallowance as appropriate, processes payments and coordinates with necessary administration personnel, other agency personnel, and vendors as appropriate. Position should apply judgment in order to approve or disapprove expenses. Incumbent is responsible for preparing written justification for a major disallowance and relays information to the GSO office as well as the agency administrative officer. Although final responsibility for certifying a voucher for payment rests with the Certifying Officer, the incumbent's review must be of a quality and depth to provide ample protection to the Certifying Officer. After ensuring conformance of applicable authorizations and regulations of vouchers and other payment requests, the position inputs accounting transactions into the RFMS accounting system and generates schedule of payments for signature to the Certifying Officer.

Types of vouchers include, but are not limited to, payment of leases and grants, utilities (electricity and water services), Official Residence Expense (ORE), Transportation, Citibank Travel Card, Citibank Purchase Card, Communication Services (Telefonica Moviles, Cable and Wireless, Digicel, and Claro), vendors, and contracts payments.

Must maintain appropriate working files and spreadsheets to facilitate payment processing. Must also learn and be able to use the Post Support Unit (PSU) for addressing backlog of payments. Included in both requirements is the scanning and maintaining of a database of backup of vouchers paid. Incumbent must also process check cancellations upon receipt of proper notification and justifications.

55%

Inputs all required liquidation and/or disbursement information into RFMS for State and agencies, which is transmitted to CGFS Charleston. Must be able to resolve what information from agencies is to be registered in RFMS. Resolves any complex situation regarding special funds in RFMS and provides requested documentation to the accountants and agencies of the Mission.

40%

Other duties as assigned by the management chain, to include backup of other voucher examiner positions.

5%

**NOTE: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.**

## **15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

- a. Education: Two years of college with specialization in commerce/accounting is required.
- b. Prior Work Experience: Two years' experience in voucher examining and/or bookkeeping is required.
- c. Post Entry Training: During probationary period, incumbent must be trained in the use of the Regional Financial Management System (RFMS), Integrated Logistics Management System (ILMS), COAST Reporting and COAST Cashiering, and WinTA.3.02. After probationary period, take PA480 - Voucher Examiner Course (40-hours).
- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):  
Level III Speaking/Reading/Writing in English and Spanish is required.
- e. Job Knowledge: Must have good general knowledge of accounting principles. A working knowledge of Department of State and associated agencies' manuals and regulations pertaining to voucher examining is desired. Must know how to use MS Office Suite applications (Excel, Word, Outlook, Access, and PowerPoint); database skills are a plus. Must be proficient with an adding machine. Typing skills of 30 words per minute is desired. Previous U.S. government experience is a bonus.
- f. Skills and Abilities: Ability to comprehend, and to logically and properly adhere to the voucher examination process, including the various and detailed technical program regulations, terms, and conditions. Must be teamwork oriented, have excellent interpersonal skills, and demonstrate exceptional customer service when dealing with internal and external customers. Must be solution-oriented and able to pay attention to detail. Must be able to work under pressure. Must possess standard typing skills, computer skills, and have the ability to work accurately with numbers. Must have excellent knowledge of computers programs (MS Office Suite applications).

## **16. POSITION ELEMENTS**

- a. Supervision Received: Although work is usually accomplished independently, this position will receive work instructions and be supervised by the Senior Voucher Examiner, the Financial Specialist, and the Financial Management Officer.
- b. Supervision Exercised: None.
- c. Available Guidelines: FAM and FAH (specifically 3, 4, and 6 FAM), Standardized Regulations (DSSR and FTR), OFMS/RFMS Users Manuals, COAST and COAST Cashiering manuals, Treasury Circulars, State Department and CGFS cables, Management and Financial memos, and specific guidelines from serviced agencies.
- d. Exercise of Judgment: Must exercise poise and tact in dealing with American and LES employees, vendors, and contractors. A significant degree of judgment is exercised by the incumbent in interpreting numerous regulations and agreements provisions when processing payments. Judgment is also required when establishing work priorities. Must be able to exercise judgment over routine clerical matters.
- e. Authority to Make Commitments: None.
- f. Nature, Level, and Purpose of Contacts: Will maintain daily contact with LES co-workers for instructions, procedures, regulations, etc. Will also be working directly with vendors locally and throughout the Americas. Also will have direct communications with American Officers regarding status of billing, reimbursements, and allowances.
- g. Time Expected to Reach Full Performance Level: One year